



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: SERVICE ASSISTANT (CUSTODIAN)

SALARY RANGE	\$1,965 - \$2,460 per month*
	*Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Under the direct supervision of the Supervising Housekeeper I, the Service Assistant (Custodian) performs the less responsible janitorial assignments in an office, building, or area maintained by the State; independently performing duties and other related work. The incumbent assists journey-level Custodians with a variety of janitorial tasks such as cleaning stairways, escalators, hallways, offices, restrooms and lobbies, sweeping, scrubbing, mopping and waxing floors; sweeping and vacuuming rugs/carpets; general cleaning, dusting and polishing cabinets, furniture and woodwork; emptying and cleaning waste receptacles; cleaning light fixtures, vents, ceilings, windows, supplying lavatory items for dispensers; using and caring for ladders and other janitorial materials including buffers, waxers, scrubbers, and other machinery. The Service Assistant (Custodian) is expected to have knowledge of methods, materials, chemicals, disinfectants, equipment, and safety practices used in janitorial work; and perform other related duties as outlined in the duty statement.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications must be received no later than the close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via interoffice mail <u>after</u> the final filing date will not be accepted. Faxed applications or resumes will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center Personnel Examination Department (Administration Building) 15000 Arnold Drive – Room #124 Eldridge, CA 95431

(707) 938-6650 (Contact Karrie Hubbenette for questions specific to essential functions of the position <u>only</u>.) Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.